

SUPERINTENDENT OF SEWERS

General Statement of Responsibilities: Directs the activities of the Sewer Division of the Public Works Department. Does related work as required.

Distinguishing Features of the Class: This is a highly responsible supervisory and administrative position. Incumbent is responsible for planning and directing a comprehensive maintenance program for city sewers & pump station systems and street cleaning. Work is performed under general supervision of the Operations Director with a high level of independent judgment and initiative required.

Areas of Accountability:

1. Directs the activities of the Sewer Division.
 - Plans and schedules the repair and maintenance of city storm sewers, sanitary sewers and pump stations;
 - Establishes maintenance programs, policies and procedures to meet goals of the division;
 - Coordinates division manpower and equipment with the Streets & Alley division to provide a comprehensive program for snow and ice removal.
2. Directs and coordinates activities of division personnel.
 - Directs employees under his/her control in accordance with Personnel, Equal Employment opportunity and Affirmative Action policies, union contracts, and safety policies;
 - Recommends hiring and disciplinary actions;
 - Reviews and evaluates performance of subordinate personnel;
 - Defines and delegate's authority and responsibility to appropriate subordinates;
 - Maintains open communications with employees and supervisors.
3. Provides for training of division personnel.
 - Orientates new employees with regard to work rules, safety procedures, and care and use of equipment;
 - Ensures that division personnel receive the training necessary to keep them knowledgeable of current practices and procedures.
4. Maintains appropriate records
 - Assures division compliance with City reporting procedures (forms, etc);
 - Maintains records of work rule infractions, employee counseling, and other personnel actions;

- Maintains complete records of the maintenance activities of the department, including computer data input of maintenance programs for the City's sanitary, storm sewer and pump stations;
 - Maintains records of complaints received concerning operation of the division.
5. Assists in administering the activities of the Public Works Department.
- Provides recommendations (written reports when appropriate) in his/her area of authority and expertise;
 - Serves as an active member of departmental and city-wide management and staff teams created to deal with specific problem issues;
 - Coordinates division activities with other divisions and department of the City.
6. Deals with public and other agencies.
- Handles public complaints and inquiries on an individual basis;
 - Coordinates activities of the division with other agencies.
7. Prepares division's annual budget proposal and administers division budget.
8. Performs additional duties as may be required.

Required Knowledge, Skills and Abilities: Requires thorough knowledge in the following areas of storm, sanitary sewer and street sweeper maintenance and construction: drainage; pipe materials; soil types and conditions; construction techniques including setting grades, backfill materials and compaction requirements and pipe cleaning procedures. Capable of working with the City's sewer evaluation programs. Knowledgeable in street cleaning and snow & ice removal programs. Knowledgeable in computer pavement management programs and the necessary computer hardware and software applications. Knowledgeable in the use and recommendation of all types of maintenance and construction equipment for both Sewer and Pump Station work.

Acceptable Experience and Training: Requires any combination of education and experience which provides the required knowledge, skills and abilities equal to graduation from an accredited college or technical school with major course work in municipal engineering, business, or a related field, five years work experience in an area related to sewer maintenance, and two years supervisory experience. A valid Iowa driver's license is required.